Internship Policy

Degree candidates in the Master of Public Administration (MPA), Master of International Development (MID) and Master of Public and International Affairs (MPIA) are required to complete an internship.

Pre-Internship Requirements:
- Complete at least 9 credits of coursework and be in good standing (no academic probation)
- Find and secure an internship that is relevant to your career and academic goals, and will provide at least 300 hours of work experience
- Submit all paperwork to be registered for the internship BEFORE starting (see chart below)
- Notify your career counselor that your internship application is complete. Once we review and approve the documentation, we will register you for PIA 2098

*Applications can be submitted at any time BEFORE you start the internship

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<th>Student Type</th>
<th>Internship Location</th>
<th>Pre-Internship Requirements</th>
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<td>• Internship Supervisor Approval Form</td>
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Post-Internship Checklist:
- Complete at least 300 hours with your registered internship
- Complete the student evaluation of the internship on GSPIA Connections
- Be sure your supervisor has completed an evaluation of your performance on GSPIA Connections
Internship FAQ

I got an internship! Now what?
Great! Log in to GSPIA Connections, click on the Internship Application shortcut, and add a new application. Once you do this, we’ll send your internship supervisor a brief form to complete the verification process. Refer to the chart one page one of this document to see if you need additional approvals. If so, we’ll send you an email, and we’ll let those offices know that you’ll be contacting them. You can check the bottom your Internship Application weekly to see if your required approvals have been received. Once they are in, schedule your Internship Registration appointment so your career counselor can add PIA 2098 to your schedule. Note: You CANNOT register yourself, it must be done by Career Services.

What happens if I complete an internship without registering for it ahead of time?
If you complete an internship without getting approval, the internship WILL NOT count toward your GSPIA degree. It is imperative that you submit all necessary paperwork BEFORE you start an internship.

I found an internship but it’s too late to register for the current term, what should I do?
You do not have to be registered for the internship in the same term in which you start it. Submit your internship paperwork whenever you have it ready, and we will register you for PIA 2098 in whatever term is currently open for registration.

Can I complete the internship over more than one term?
Yes! Just notify your career counselor once you know you will stay at your internship longer, and we'll give you an I (incomplete) grade until you’ve completed the internship. This will not negatively affect you in any way, unless you apply for graduation without resolving the incomplete grade first. A G (Unfinished Coursework) grade would be given due to extenuating personal circumstances such as a medical leave.

I am an international student returning home for my internship, do I still have to go to the Study Abroad office?
Yes, all students leaving the country for school related activities must notify the Study Abroad office.

Can I travel to a country with a travel warning?
Yes, but you will need to visit the Study Abroad office as soon as you know you’ll be going. There will be additional paperwork involved for a country with a travel warning. If you’re not sure whether your destination is under a warning, visit http://travel.state.gov/content/passports/english/alertswarnings.html

Can I waive the internship?
Because of the high value employers place on internships, students are encouraged to participate in one or more internship experiences. However, if you have a minimum of three years relevant, full-time experience pertinent to your GSPIA field of study, you may petition to have the internship requirement waived. You must apply for the waiver during your first year at GSPIA (or before more than 24 credits have been completed if you are part-time). Waiver requests submitted after this time will not be considered.

Will my internship be graded?
Valid grades for PIA 2098 are S (Satisfactory) and U (Unsatisfactory). A student is eligible to earn a grade of S upon the completion of an approved 300 hour internship, providing you receive a positive evaluation from your internship supervisor and complete your own evaluation of the experience. A grade of U may be assigned if a student receives a poor Employer Evaluation or completes an unapproved internship.

I am a joint degree student, can I count my other program’s internship for GSPIA?
Yes, a student enrolled in a joint degree program may use the same internship, subject to the requirements and approval process of both schools, to complete the GSPIA internship requirement and the internship/externship requirement that exists in the partnering school. The internship must be relevant to your GSPIA degree and meet our 300 hour requirement. You’ll need to complete our internship application process as well.

Effective August 15, 2014